



UNITED STATES GOVERNMENT

**NATIONAL LABOR RELATIONS BOARD**

**FREEDOM OF INFORMATION ACT BRANCH**

Washington, D.C. 20570

Via email

March 16, 2023

Re: FOIA Request NLRB-2023-000757

Dear Cheryl B. Williams:

This is in response to your request, under the Freedom of Information Act (FOIA), 5 U.S.C. § 552, received on February 6, 2023, in which you state:

"[1] I am requesting an electronic list of all agency staff who have position classification signature authority by name, title, series, grade, and organization in .PDF format. [2] I am requesting a list of agency contractors who have position classification signature authority in .PDF format. [3] In addition, I am requesting electronic copies of all memoranda and/or other documents from all supervisors and/or management officials granting delegated position classification signature authority to each specific employee with such signature authority and the grade levels authorized for signature authority for each employee, including but not limited to, GS 1-15 positions and Senior Executive Service (SES) level positions in .PDF format."

We acknowledged your request on February 6, 2023.

Your request is granted in part and denied in part as explained below.

Pursuant to the FOIA, we directed search inquiries to the Agency's Office of Human Resources (OHR). Staff in that office conducted searches for responsive records.

Regarding part [1] of your request seeking a list of all agency staff who have position classification signature authority by name, title, series, grade, and organization, the OHR staff provided the following:

Yolanda Dubose  
Classification Manager  
GS-0201-14  
Office of Human Resources

Regarding part [2] of your request seeking a list of agency contractors who have position classification signature authority, the OHR staff reported that no Agency contractor has such authority.

Regarding part [3] of your request seeking memoranda and/or other documents from all supervisor and/or management officials granting delegated position classification signature authority to each employee, OHR staff reported that the Director of the Office of Human Resources has delegated classification signature authority to the most senior level employee in Classification Management, that is, currently, Yolanda Dubose. The attached position description, "Human Resources Specialist (Classification)," which totals six pages, is provided in response to your request. No information has been withheld from this record.

For the purpose of assessing fees, we have placed you in Category D, the "all other requesters" category, because you do not fall within any of the other fee categories. Consistent with this fee category, you will be assessed charges to recover the reasonable direct costs for searching for the requested records, except that you will not be charged for the first two hours of search. NLRB Rules and Regulations, 29 C.F.R. § 102.117(d)(2)(ii)(D). Charges for all categories of requesters are \$9.25 per quarter hour of professional time. 29 C.F.R. § 102.117(d)(2)(i).

Less than two hours of professional time was expended in searching for the requested material. Accordingly, there is no charge assessed for this request.

You may contact Patrick Plummer, the Attorney-Advisor who processed your request, at 202-273-2999 or by email at [patrick.plummer@nrlb.gov](mailto:patrick.plummer@nrlb.gov), as well as the Agency's FOIA Public Liaison, for any further assistance and/or to discuss any aspect of your request. The FOIA Public Liaison, in addition to the Attorney-Advisor, can further explain responsive and releasable agency records, suggest agency offices that may have responsive records, and/or discuss how to narrow the scope of a request in order to minimize fees and processing times. The contact information for the Agency's FOIA Public Liaison is:

Kristine M. Minami, FOIA Public Liaison  
National Labor Relations Board  
1015 Half Street, S.E., 4<sup>th</sup> Floor  
Washington, D.C. 20570  
Email: [FOIAPublicLiaison@nrlb.gov](mailto:FOIAPublicLiaison@nrlb.gov)  
Telephone: (202) 273-0902  
Fax: (202) 273-FOIA (3642)

After first contacting the Agency, you may additionally contact the Office of Government Information Services (OGIS) at the National Archives and Records

Administration to inquire about the FOIA dispute resolution services it offers. The contact information for OGIS is:

Office of Government Information Services  
National Archives and Records Administration  
8601 Adelphi Road-OGIS  
College Park, Maryland 20740-6001  
Email: [ogis@nara.gov](mailto:ogis@nara.gov)  
Telephone: (202) 741-5770  
Toll free: (877) 684-6448  
Fax: (202) 741-5769

You may obtain a review of this determination under the NLRB Rules and Regulations, 29 C.F.R. § 102.117(c)(2)(v), by filing an administrative appeal with the Division of Legal Counsel (DLC) through FOIAonline at: <https://foiaonline.gov/foiaonline/action/public/home> or by mail or email at:

Nancy E. Kessler Platt, Chief FOIA Officer  
National Labor Relations Board  
1015 Half Street, S.E., 4<sup>th</sup> Floor  
Washington, D.C. 20570  
Email: [DLCFOIAAppeal@nrlrb.gov](mailto:DLCFOIAAppeal@nrlrb.gov)

Any appeal must be postmarked or electronically submitted within 90 calendar days of the date of this letter. Any appeal should contain a complete statement of the reasons upon which it is based.

Please be advised that contacting any Agency official (including the Attorney-Advisor, FOIA Officer, or the FOIA Public Liaison) and/or OGIS does not stop the 90-day appeal clock and is not an alternative or substitute for filing an administrative appeal.

Sincerely,

/s/ *Synta E. Keeling*

Synta E. Keeling  
FOIA Officer

Attachment: (six pages)